



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES  
Section for Child Care Regulation  
**Clock Hour Training Approval Request**

---

**PURPOSE:**

Training approval is a process to assure that the content of training meets licensing regulations and is directly related to providing child care.

**PROCESS:**

Each training must be approved by the Section for Child Care Regulation (SCCR) in order to give clock hours to licensed child care providers. Copies of any handouts used in the training must be attached to the request. Please do not send originals, as the request and attachments will not be returned.

- If the request is incomplete, or lacks necessary details to be evaluated. It will be deferred. The trainer will be notified about the missing information.
- All Training Approval Requests will be approved or deferred within thirty (30) working days from the date of receipt of a complete application.

After the training has been approved by SCCR, it may be posted on the statewide training calendar, <http://www.mocccrrntrainingcalendar.org>

**DIRECTIONS:**

1. Trainers must register with the Trainer Registry at OPEN, [www.openinitiative.org/](http://www.openinitiative.org/)
2. Submit Training Approval Request for each training needing clock hour approval. Training should be submitted at least 60 days prior to the proposed training date.
3. A notification letter will be sent to notify the trainer of approval or deferral of the training. If the training was deferred, feedback and guidance to meet licensing regulations will be included.

What will not be accepted as Training Clock Hours?

- Meals, breaks, business meetings, routine staff meetings, visiting exhibits
- Observation, assessment or evaluation of children, program or staff
- Self-study, reading of books, professional journals or publications
- Technical assistance
- Training which promotes the sale of, or endorses the use of, a specific product
- Viewing video tapes (However, video tapes may be used as a component of training sessions)

The completed Training Clock Hour Request and Attachments may be submitted by e-mail, fax or mail.

E-Mail: [Angela.Oesterly@dhss.mo.gov](mailto:Angela.Oesterly@dhss.mo.gov)

Fax: (573) 526-5345

Mail address: Section for Child Care Regulation  
Attn: Training Approval  
P.O. Box 570  
Jefferson City MO 65102-00570